

MINUTES OF THE STATE PERSONNEL BOARD

April 16, 2009

Charleston, West Virginia

The State Personnel Board met on April 16, 2009, at 2:00 p.m. to conduct business and to consider other administrative matters. Present at the meeting were Robert W. Ferguson, Jr., Chairman, and members, Mark Carbone and Eugene Stump. Members Sharon Lynch and Beth Walker participated by teleconference. Member Jack Canfield was unable to attend. Others in attendance included: Tari McClintock Crouse, Assistant Director of Employee Communications and Information; John Bowyer, Assistant Director of the Employee Relations Section; Mike Campbell, Assistant Director of the Staffing Services Section; Evelyn Davis, Assistant Director of the Organization and Human Resource Development Section; Lisa Dalporto, Assistant Director of the Classification & Compensation Section; Yvonne Wilhelm, Manager of the Internal Employee Placement Unit of Staffing Services; Debbie Anderson and Barbara Jarrell, Senior Personnel Specialists for the Classification and Compensation Section; and, Shelly Lowery, Secretary to the Board.

APPROVAL OF MINUTES

The members of the Board received the minutes from the March 19, 2009 meeting prior to this meeting. Chairman Ferguson asked for any additions or corrections. There being none, Mr. Stump moved to accept the minutes for the March 19, 2009 meeting. Mr. Carbone seconded the motion. The Board approved the March 19, 2009 minutes by unanimous consent.

CONSIDERATION OF PROPOSALS

DEPARTMENT OF ADMINISTRATION - Amended

Division of Personnel (Originally Presented February 19, 2009)

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2497 (Amended), amending the action of February 19, 2009 by removing the following WC classification titles from the list of WC classification titles to be eliminated and retaining the classification titles in the Classification and Compensation Plan:

7820	WC District Claims Manager
7932	WC Industrial Rehabilitation Nurse

This action is effective retroactive to April 1, 2009, the date the original proposal was effective. Debbie Anderson, Senior Personnel Specialist, of the Classification and Compensation Section of the Division of Personnel presented the proposal.

MILITARY AFFAIRS AND PUBLIC SAFETY

Upon motion of Ms. Lynch, seconded by Mr. Carbone, the State Personnel Board approved proposal #2506, designating the Regional Jail and Correctional Facility Authority and the Office of the Adjutant General in the Department of Military Affairs and Public Safety as the organizational units for an interdepartmental transfer due to the elimination of positions in the Department of Military Affairs and Public Safety and subsequent consolidation of those eliminated positions in the Office of Technology of the Department of Administration, all in accordance with the *Interdepartmental Transfer of Permanent State Employees* rule (143CSR7). The job classes of the affected positions are:

Information Systems Manager 2
Database Administrator 2
Information Systems Coordinator 2
Help Desk Analyst 1
Information Systems Assistant
Military Affairs Administration/Operations Manager 3

These actions are effective no sooner than May 1, 2009. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

MILITARY AFFAIRS AND PUBLIC SAFETY

Criminal Justice Services

Upon motion of Ms. Lynch, seconded by Mr. Stump, the State Personnel Board approved proposal #2507, exempting from the classified service four positions for the administration of funds in excess of \$10 million from the American Recovery and Reinvestment Act of 2009 (i.e., stimulus grant funding) under the provisions of *West Virginia Code* § 29-6-4(c)(9):

“Persons employed in a professional or scientific capacity to make or conduct a temporary and special inquiry, investigation or examination on behalf of the Legislature or a committee thereof, an executive department or by authority of the governor...”.

The exemptions are for a period not to exceed three years beginning with the hire date of the first exempt employee. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

WETZEL-TYLER HEALTH DEPARTMENT

Upon motion of Mr. Stump, seconded by Ms. Walker, the State Personnel Board approved proposal #2508, designating the Wetzel-Tyler Health Department as the organizational unit for a reduction in force, due to lack of funds. The reduction in force is effective no sooner

than close of business on April 30, 2009. Tari McClintock Crouse, Assistant Director for Employee Communications and Information, presented the proposal.

DEPARTMENT OF REVENUE
Lottery Commission

Upon motion of Mr. Stump, seconded by Mr. Carbone, the State Personnel Board approved the second of two proposals based on a review of the job classifications used by the Lottery Commission, proposal #2509, establishing the following class series at the pay grades indicated:

<u>Title</u>	<u>Pay Grade</u>	<u>Salary Range</u>
Lottery Business Support Manager	18	(\$37,140 - 68,712)
Lottery Business Support Specialist	14	(\$29,400 - 54,396)
Lottery Business Support Technician 3	11	(\$24,912 - 46,092)
Lottery Business Support Technician 2	9	(\$22,584 - 41,784)
Lottery Business Support Technician 1	7	(\$20,472 - 37,884)
Lottery Technical Support Manager	20	(\$41,736 - 77,220)
Lottery Technical Support Senior	19	(\$39,372 - 72,840)
Lottery Technical Support Lead	16	(\$33,036 - 61,128)
Lottery Technical Support	14	(\$29,400 - 54,396)

The Board also approved the same plan of implementation as was approved for the first proposal which provides that the salaries of reclassified Lottery employees will be increased by either 5% or to the minimum of the pay grade for the new classification, whichever is greater. These actions are effective May 1, 2009, the same effective date as the first proposal. Lisa Dalporto, Assistant Director of the Classification & Compensation Section, presented the proposal.

OTHER BUSINESS

Department of Health and Human Resources – Boston Secondary Employment

Harriet Fitzgerald of the Department of Health and Human Resources requested that this item be withdrawn from the agenda at this time. The Board granted her request.

Public Service Commission

The State Personnel Board acknowledged receipt of General Order No. 195.59 Internal Reorganization of the Public Service Commission.

Chairman Ferguson advised the Board that Otis Cox had resigned as Director of the Division of Personnel to take the position of Director of the Equal Employment Opportunity (EEO) Office. Tari Crouse will serve as Acting Director of the Division of Personnel until further notice.

With no further business, the meeting adjourned.

NEXT BOARD MEETING

The next state Personnel Board meeting is scheduled for May 21, 2009, at 2:00 p.m. in Building 6, Room 425, State Capitol Complex, Charleston, West Virginia.

**Robert Ferguson, Jr., Chairman
State Personnel Board**

**Shelly R. Lowery, Secretary
State Personnel Board**